

| EX | H | IBI | T |
|----|---|-----|---|
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D

| Employee Name: <u>To</u> | odd Wolf | Reasoi | For Evaluation: | | | | | | |
|---|---|--|---|----------------------|----------|-----------------------------|----------|----------------|--|
| | | | al 🗹 Other 6 Monti | n Revie | w | | | | |
| Position Title: City Ac | dministrator | Date of F | valuation: 01/22/21 | | | | | | |
| Department: City Man | nagement | | | | | | | | |
| S.T.A.I.R.S. Ap | proach | No. a de la constante de la co | | | | | | | |
| | h the City of Sheboyga tion, respect, and stew | The second secon | | Exceeds Expectations | tions | Opportunity for Development | 2 | | |
| | | | | xpect | oecta | r De | factor | | |
| Exceeds Expectations (4) | Meets Expectations (3) | Opportunity for Development (2) | Unsatisfactory (1) | eds Ex | eds Ex | Meets Expectations | inity fo | Unsatisfactory | |
| Consistently performs above role requirements | Competent in role | Working toward competency | Not meet role requirements | Exce | Me | Opportui | | | |
| Service | | | | 4 | 3 | 2 | 1 | | |
| Knowledge of Wo | | | | | <u>ာ</u> | <u>~</u> | | | |
| Familiarity with job Public Service Sk | skills, policies, proced | ures, work area, duti | es, responsibilities | V | L | | Ш | | |
| | esty, tact, courtesy, av | vareness of & sensiti | vity to customer | | | | | | |
| needs Internal Service S | Lilla. | | | | | | | | |
| | esty, tact, courtesy, av | vareness of & sensiti | vity to coworker | | | | | | |
| Diversity: Treats all individua | ls fairly and respectful | ly, regardless of their | values, beliefs, | | V | | | | |
| background, position Comments: | on, or status | | | | | | | L | |
| esponsibility. Todo liversity and how v Feamwork Collaboration: Wo | d is beginning to ta we can do more. | ke the steps to fu | e has a great under rther grow and expa artmental and | | | | | | |
| | kills: Articulate in exp | ressing facts, ideas, | & thoughts with clarity | | | $\frac{\square}{\square}$ | | | |
| both orally and in w | vriting perates with coworker | s to ensure alignmen | t with departmental | | | 井 | | | |
| and organizational | | | | V | | النا | | | |
| supervisors | iares imonification allu l | Michiga readily co | Molvela gild | V | | | | | |
| | ım player and more ork towards achievi | | a team leader. Too s. | dd kno | ows | how t | Ö | | |

| S.T.A.I.R.S. Ap | proach | | | | | # | | |
|---|--|---------------------------------|----------------------------|---|--------------------------|-----------------------------|------------------|------|
| Check the appropriate | rating column. | | | suc | <u>s</u> | pme | | |
| | | | | tatio | tion | velo | ory | |
| Exceeds Expectations (4) | Meets Expectations (3) | Opportunity for Development (2) | Unsatisfactory (1) | Expec | Meets Expectations | for De | Unsatisfactory | |
| Consistently performs above role requirements | Competent in role | Working toward competency | Not meet role requirements | Exceeds Expectations | Meets I | Opportunify for Development | Unse | |
| | | | | | | ဝီ | | |
| Accountability | 140 The Control of th | | | 4 | 3 | 2 | 1 | |
| Ownership: | e results of one's actio | ns to ensure they are | of the highest quality | V | | | | |
| and are delivered in | | ns to ensure they are | or the ingliest quality | | Ш | | Ш | |
| Meeting Work Cor | mmitments: | | | | | | | |
| Plans work, meets Flexibility/Adapta | commitments & deadl | ines, achieves desire | d results | | | لنا | Ш | |
| | pts to changing situati | ons, policies, practice | es, stress, and | | | | | |
| emergencies | | | | | | | | |
| Comments: | | | | | , iku jersi Kulonerov | | | |
| Todd sets a high s | | mes to accountab | ollity. Ensuring that | work | is be | ing d | one a | and |
| task are being assi | gnea property. | | | | | | | |
| | | | | | | | | |
| Innovation | | | | 4 | 3 | 2 | 1 | |
| Constructive Feed | lback: ive to personal feedba | ek and uses suggest | ione to modify | | | П | П. | |
| behavior when app | | ck and uses suggest | ions to modify | V | | | Ш | |
| Initiative: | Initiative: | | | | | | | |
| | akes effort to complet | e work with minimal s | supervision | | Ш | <u> </u> | | |
| Problem Solving: Generates efficient | approaches to addres | ssing problems and o | pportunities and | | | | | |
| makes sound decis | sions after reviewing a | | | | السنا | السا | السا | |
| | Technology: Demonstrates ability to use technology effectively and productively and continually | | | | | | | |
| updates skills and l | | rectively and product | ively and continually | | | Ш | Ш | |
| Comments: | | | | | | | | |
| Todd is the stronge | est advocate in the | city for innovation | n. Todd knows that | we no | ed i | new | | |
| technology to be m | | | | | | | | |
| | | | | | | | | |
| | | | | almostrus Sec | acolescensor. | | out only the new | |
| Respect Attendance: | | | | 4 | 3 | 2 | 1 | |
| • | meetings, and from l | oreaks; does not abu | se leave time | V | | | | |
| Attitude: | | | | | | \Box | | |
| Has "can-do" appro Safety Conscious | each and strives to ma | <u>intain an optimistic o</u> | utlook | V | Ш | | 닐 | |
| I | fety habits, maintains | equipment, corrects | unsafe conditions | 1 | | | | |
| Comments: | | | | <u>., </u> | | | | |
| Todd brings great e | energy to city hall, | and goes above a | and beyond when t | aking | on p | rojec | ts at | city |
| hall. | | | | | | | | |
| Todd needs to make | ເe sure he is takinເ | g time off to avoid | burnout. | | | | | |

| | S. Approa | | | | | S | ment | | |
|---|--|------------------------------------|---------------------------------|-------------------------------|--------------------------------|---|--------------|-----------------------------|---|
| Спеск арргор | riate rating colu | umn. | | | | tation | ations | ations | ory |
| Exceed Expectation | | Meets ectations (3) | Opportunity for Development (2) | Unsatisfactory | (1) | Ехрес | Expectations | for De | Unsatisfactory |
| Consister performs a role requirer | bove Com | petent in role | Working toward competency | Not meet role requirements | | Exceeds Expectations Meets Expectations | | Opportunity for Development | Unsa |
| | | | | | | | | | |
| | ip (Fiscal R Management: | esponsibility | <u>')</u> | 484 | | 4 | 3 | 2 | 1 |
| Uses city re | esources and v | vork time wisely | to avoid waste | | | $ \checkmark $ | | | |
| Quality of | | ate neat well or | ganized, articulate, t | horough & effectiv | ve | | | | |
| Quantity o | f Work: | | | | | | Ħ | 一 | 司 |
| Amount of Comments: | work produced | l as compared to | quantity standards | of the position | | <u>[V]</u> | البا | | <u> </u> |
| | stands the ro | ole and respo | nsibility to uphold | ing strong fisca | al mar | nadei | men | t in th | e citv |
| | | | | | | -30. | | | |
| | | | | | | | | | |
| | | Overal | l Performance F | Rating Totals | et a Sade sa Outson en en e | Table 1 | | | Marian Mil |
| Service | Teamwork | Accountabili | | Respect | Stew | ardsl | nip | Tota | I Averag |
| 15 | 16 | 12 | 16 | 12 | | 12 | | | 3.96 |
| M Lagre | e with this Eva | lustion | | | | | | | |
| | | | | 150 | _ 1 | 122 | 1/20 | വ | |
| | ot agree with then the contraction of the contracti | nis Evaluation. should be attac | hed Superviso | r Signature & Dat | 7_ <i>/</i> :e | | 10 | | |
| Initials: | | | | | | | | | |
| - | | 1 | 7/ | | | A | | | |
| | / | 1-22- | -2021 Director S | ignature & Date | | | | | |
| Employee Sig | nature & Date | | Director 3 | ignature & Date | | | | | |
| Overall Comm | nents: | | | | | | | | |
| Overall, I ag | ree with Tod | ld's self-evalu | ation. Todd is do | ing a 📗 | Rating So | cale for | Perce | ntage Ir | ocrease |
| | | | r. 2020 has been | a | | | | | |
| challenging year, but he has been able to tackle all our issues head on. I do believe that Todd has taken on more work than Score 3.0 - 4.0 = 2% | | | | | | | | | |
| we all anticipated. However, he has adapted and making | | | | | | | | | |
| plans to move forward to address all our issues. | | | | | | | - 2.5 | = 1.50% | |
| Keep up the great work | | | | | | | 1.99 = | 0 to 1. | 25% |
| | | | | | | | 7 | | |
| | | | | | | Percer | at leer | 0268 | |
| | | | | | | i citel | | | |
| | | | | | | | 2 | <u> </u> | % |
| | | | | | | | | | |

| Performance and Development Goals Performance Goals: (attach additional documentation as necessary) Examples- form updates, process documentation, procedure enhancements |
|---|
| 1. Working with the Finance Dept, clean up our finance and accounting challenges. Lead a transition to Munis. Find and hire a Finance Director that can lead our dept forward. |
| |
| Continue to fix issues in our HR Dept related to payroll, and benefits. Ensuring that we have a better practice at record retention and tracking. |
| |
| Other: |
| Develop a plan and identify key areas to fill our business park and other areas throughout the city. |
| |
| |
| Development Goals: (attach additional documentation as necessary) Examples- CPR Certification, Microsoft Office skills coursework, cross-training within department |
| Working with WCMA and ICMA for continued trainings for professional growth and development. |
| 2. Focus on financial processes and practices, and working with CLA for the annual audit. Understanding the issues from our past, and ensuring those areas are not over looked in the future. Other: |
| 그는 어제 하는 그는 사람들이 가는 어느님, 그는 사람들이 가입하는 사람들이 하는 사람들이 가입니다. 그는 사람들이 가입하는 사람들이 되었다. |
| Working on LEAN strategies with the LEAN team in the city |
| |
| Coaching Dates |
| Coaching #1: Coaching #3: |
| Coaching #2: Coaching #4: |
| |
| - 이번의 이 이 이 이 이 이 이 아이는 그리고 있다면 하는 것 같은 것이 이 이 사람들이 되었다. 그런 생각하는 것 같은 것이 되었다면 다른 것이다. |
| 그는 그 |



| Employee Name: | todd Word | R | Reason For Evaluation: | | | | | | | | | | | | | | | | |
|--|--|--|--|----------------------------|----------------------|--------------------|----------|-------------------------------|-------|--------|--------|-------|-------|--------|-------|-----------------------------|--|--|--|
| | | <u>, </u> | Annu | al 🗌 Other 🔃 | | | | | | | | | | | | | | | |
| Position Title: Cit | ty Administra | 101 | | | | | | | | | | | | | | | | | |
| Department: 🛆 | Aministration | D | ate of E | Evaluation: 7/16/2 | 1021 | | | | | | | | | | | | | | |
| S.T.A.I.R.S. Ap | Approach | | | | | | | | | | | | | | | | | | |
| S.T.A.I.R.S. aligns wit accountability, innovat Check the appropriate | ion, respect, and stew | | | | tions | ttions | tions | tions | tions | ıtions | ations | tions | tions | ations | tions | Opportunity for Development | | | |
| Check the appropriate | rating column. | | | | pecta | rpecta | Kpect | ecta | r Dev | facto | | | | | | | | | |
| Exceeds Expectations (4) | Meets Expectations (3) | Opportunit Developme | | Unsatisfactory (1) | Exceeds Expectations | Meets Expectations | unity fo | Unsatisfactory | | | | | | | | | | | |
| Consistently performs above role requirements | Competent in role | Working to competer | and the state of t | Not meet role requirements | Exc | ž | Opportu | | | | | | | | | | | | |
| | | | | | | | • | | | | | | | | | | | | |
| Service Knowledge of Wo | rk: | | | | 4 | 3 | 2 | 1 | | | | | | | | | | | |
| | skills, policies, proced | lures, work are | ea, duti | es, responsibilities | | | Ш | Ш | | | | | | | | | | | |
| Public Service Sk | | | | | | | | | | | | | | | | | | | |
| le e de la companya d | esty, tact, courtesy, av | wareness of & | sensiti | vity to customer | | | Ш | | | | | | | | | | | | |
| needs Internal Service S | kills: | | | | | | | | | | | | | | | | | | |
| | esty, tact, courtesy, av | wareness of & | sensiti | vity to coworker | | | | | | | | | | | | | | | |
| | ls fairly and respectful | ly, regardless | of their | values, beliefs, | | | V | | | | | | | | | | | | |
| background, position Comments: | | | | | | | | | | | | | | | | | | | |
| Comments: | · listarina m | ANO-MAN | LTAI | king less eg. | HIMO | ali | 718 | | | | | | | | | | | | |
| word | escening m | va un | - juni | ing in eg. | Tel | ww | g | | | | | | | | | | | | |
| others p | rixedations | • | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| Teamwork | | | | | 4 | 3 | 2 | 1 | | | | | | | | | | | |
| organizational goal | | | | | | | | | | | | | | | | | | | |
| | Communication Skills: Articulate in expressing facts, ideas, & thoughts with clarity | | | | | | 口 | | | | | | | | | | | | |
| | both orally and in writing Cooperation: Cooperates with coworkers to ensure alignment with departmental | | | | | | | | | | | | | | | | | | |
| and organizational | | s w ensure all | yuuen | ı wını deparimental | V | | | | | | | | | | | | | | |
| Trust Building: Sh | nares information and | knowledge rea | adily co | workers and | | | | Ħ | | | | | | | | | | | |
| supervisors Comments: | | | | | | لت | <u> </u> | ا لنستا معارف الراز | | | | | | | | | | | |
| Be Cui | tions of un | ing acr | ory, | ms that are | nt | def | lin | d. | | | | | | | | | | | |

| S.T.A.I.R.S. Ap Check the appropriate | rating column. | | | Exceeds Expectations | Meets Expectations | Opportunity for Development | Unsatisfactory | | | |
|--|---|---|---------------------------------------|----------------------|---------------------------|-----------------------------|----------------|-----------|------|--|
| Exceeds Expectations (4) | Meets Expectations (3) | Opportunity for Development (2) | Unsatisfactory (1) | M M | xbe | for | tisf | | | |
| Consistently performs above role requirements | Competent in role | Working toward competency | Not meet role requirements | Exceeds | Exceeds | Exceeds | Meets E | portunity | Unsa | |
| and are delivered in Meeting Work Con Plans work, meets Flexibility/Adapta Responds and ada emergencies | n a timely manner mmitments: commitments & dead bility: pts to changing situati | lines, achieves desire | | | 3 | | | | | |
| | | | | | | | | | | |
| behavior when app Initiative: Self-motivated & m Problem Solving: Generates efficient makes sound decis Technology: Demonstrates abilit updates skills and | ive to personal feedba propriate makes effort to complet approaches to addressions after reviewing a ty to use technology e | e work with minimal ssing problems and o Il relevant informatio | supervision opportunities and n | | | | | | | |
| Comments: | | | | | | | | | | |
| Attitude: Has "can-do" appro Safety Conscious | o meetings, and from loach and strives to mand strives to mand strives to mandess: | intain an optimistic o | utlook | 4 | 3 | 2 | 1 | | | |
| | | | ig xure to to one week and | te | rom | the | offic | e. | | |

| S.T.A.I.R.S. Ap Check appropriate rat | | | | | | ctations | ations | evelopment tory | | |
|--|--|-------------------------|--------------------------------|---------------------------|-------|--|--------|--------------------|-----------------------------------|--|
| Exceeds Expectations (4) | Meets Expectations (3) | | portunity for velopment (2) | Unsatisfactor | y (1) | Expe | xpect | for De | ınity for Devel Unsatisfactory | |
| Consistently performs above role requirements | Competent in role | Wo | orking toward competency | Not meet ro requiremen | | Exceeds Expectations Meets Expectations Opportunity for Development | | Unsa | | |
| Stewardship (Fis | cal Responsibi | lity) | | | | 4 | 3 | 2 | 1 | |
| Quality of Work: Completed work is Quantity of Work Amount of work pr | s and work time wis accurate, neat, we | ll organiz ed to qua | red, articulate, t | of the position | | I I I I I I I I I I I I I I I I I I I | | | | |
| | • | | | | | | | | ayan englishir. Heriologia | |
| Sonico Toom | | | | Passact | Sto | wards | ain. | т | | |
| 2.75 3 | work Accounta | bility | rformance Finnovation | Respect | + | wards 4. O | hip | | al Aver 0.00 3 - 5 0 | |
| J.75 3 ☐ I agree with the lagree with the | work Accounta | bility n. | Innovation 3.5 | Respect | l s | | hip | | 0.00 | |
| 2.75 3 □ I agree with the properties of | iwork Accounta 5 3.66 his Evaluation. with this Evaluation should be at | bility n. | Innovation 3.5 Superviso | Respect 3.66 | l s | | hip | | 0.00 | |

| Performance and Development Goals |
|---|
| Performance Goals: (attach additional documentation as necessary) Examples- form updates, process documentation, procedure enhancements |
| [manufacture] : [18] [18] [18] [18] [18] [18] [18] [18] |
| Porting munis integration and training |
| Continue munis integration and training |
| |
| |
| 2. Continue to monitar ferance department changes and work |
| to transition comptroller back to the department by the |
| 2. Continue to monitor feverace department changes and work to transition comptroller back to the department by the Spring of 2022 |
| |
| Other: a. Coordinate departments annual prepart unt the state of the city prepart given by the mayor |
| |
| |
| Development Goals: (attach additional documentation as necessary) |
| Examples- CPR Certification, Microsoft Office skills coursework, cross-training within department |
| I Support the Mayor the Council and the department heads shy highlighting their work. |
| Committ to professional growth and development with eg. diversity in clusion, communication skill, city administrator protocolo, technology |
| |
| Other: |
| 하다 하는 이 사람들은 사람들이 모르는 사람들이 되는 사람들이 되는 사람들이 모른 살림하다. |
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| Coaching Dates |
| Coaching #1: Coaching #3: |
| Coaching #2: Coaching #4: |
| |
| [2] 전 1일 - 1일 |